

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Non-Engagement regarding [Case Name or Description]

Dear [Recipient Name],

Thank you for contacting [Law Firm Name] regarding potential representation as local counsel in the matter referenced above. We have reviewed the materials and information you provided.

We are writing to formally notify you that [Law Firm Name] cannot accept representation in this matter. Our decision is based on jurisdictional limitations, as the legal issues and proceedings fall outside of the specific geographic regions or court jurisdictions in which our firm currently practices.

Please be advised that by sending this letter, no attorney-client relationship has been formed. Consequently, our firm will not be taking any action on your behalf, including the filing of documents or the monitoring of court deadlines.

Because your matter may be subject to strict legal deadlines or statutes of limitation, we strongly recommend that you consult with other legal counsel licensed in the appropriate jurisdiction immediately to protect your rights. Failure to act within these time limits may result in the permanent loss of your legal claims.

We are returning all original documents provided to us during our evaluation. We will maintain a digital record of this correspondence for our conflict-of-interest files.

Thank you for considering our firm. We wish you the best in resolving this matter.

Sincerely,

[Attorney Name]
[Law Firm Name]